

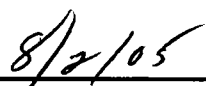
**CITY OF GAITHERSBURG, MD
RECORDS RETENTION AND DISPOSAL SCHEDULE**

**Schedule No. : M202
Page 1 of 1**

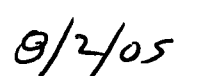
*Planning and Code Administration
Permits and Inspections Team*

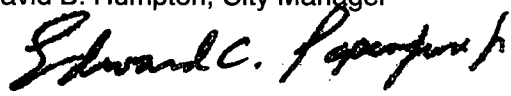
Item No.	Description	Retention
1.	Building Permits---Residential and Commercial	Permanent. For eventual transfer to Maryland State Archives.
2.	Building and Inspection Reports---Residential and Commercial	Permanent. (Retain as part of Street Files).
3.	Building Official Notices/Violations	Retain for 3 years from date of issuance, then destroy.
4.	Commercial Interior Fit-up Plans	Retain until permit is closed out, then destroy.
5.	Correspondence - General	Retain for 2 years from original date of issuance, then destroy.
6.	Site Work Permits	Scan and retain images for 20 years from date of permit issuance, then destroy.
7.	Demolition Permits (Residential & Commercial) ENTIRE BUILDING INTERIOR of BUILDING (only)	Scan and retain images for 5 years from date of permit issuance, then destroy. Scan and retain images for 5 years from date of permit issuance, then destroy.
8.	Electrician Licenses	Retain until expired, then destroy.
9.	Electrical Permits	Permanent. (Retain as part of the Street Files).
10.	New Commercial Construction & Structural Alteration(s) Plans	Permanent. For eventual transfer to Maryland State Archives.
11.	New Residential Construction & Structural Alteration(s) Plans	Permanent. For eventual transfer to Maryland State Archives.
12.	Statistical Reports	Retain until superceded, then destroy.
13.	Street Files (Residential and Commercial)	Permanent. For eventual transfer to Maryland State Archives.


Gregory J. Ossont, Department Director


Date


David B. Humpton, City Manager


Date



AUG 09 2005